

Hazard Communication (HAZCOM) Program

This HAZCOM Program was developed to make employees aware of chemical hazards. Information is provided to employees about chemicals used on the job through the following a master list of chemical names, Material Safety Data Sheets (MSDS) kept on the job site in a booklet, proper labeling of containers, training for new employees, and annual reviews for all employees.

The HAZCOM Program Coordinator for this company is_____.
The Coordinator is responsible for overseeing the program.

Master Chemical List

A list of any hazardous materials used on our job sites is available at this location:
_____. This list is updated as needed.

Job Site Chemical List

A list of common and frequently used hazardous materials is available at this location:
_____. This list is kept with the MSDS file on the job site and has an MSDS for each chemical listed.

Material Safety Data Sheets (MSDS)

Information on hazardous materials found on the job site is available to any and all employees. The MSDS file is found on the job site at _____.

Container Labeling

Hazardous material containers will be clearly labeled as to: *contents, correct hazard warning or symbol, name and address of manufacturer*. Labeling is not required for portable containers intended for immediate use.

Training

New employees must attend a training session before working with hazardous materials. This training will cover:

- Information contained in MSDS
- Physical and health hazards for job site chemicals
- How presence or release of materials is detected
- How to protect against hazards by personal protective equipment, special handling, and other controls
- Emergency procedures in case of leaks, spills or reactions
- First aid procedures to follow if employees are exposed
- All employees must receive annual refresher training in above and immediate training if a new material is added or new hazard is determined.
- Supervisors must receive training adequate to answer employee questions and monitor job site hazards.
- Any outside contractor will be advised of any hazards existing on the job site, location of MSDS's and must provide proper labeling and MSDS for any chemical brought on the job site.

Additional information

Any employee can obtain additional information by contacting the designated HAZCOM Program Coordinator indicated above.

The HAZCOM Program above has been reviewed with me and I understand my rights and responsibilities: